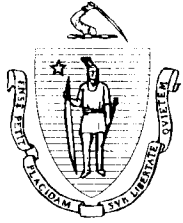


**Community Food and Nutrition  
Program**

**Fiscal Year 2005**

**Grant Application**



Commonwealth of Massachusetts

## DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

### COMMUNITY FOOD AND NUTRITION PROGRAM (CFNP) GRANT APPLICATION FISCAL YEAR 2004

The United States Department of Health and Human Services, Administration for Children and Families, Office of Community Services, has allocated \$77,759 to the Commonwealth of Massachusetts for CFNP purposes. No grant awarded under this Grant Application shall exceed \$12,000. However, the Division of Community Services within the Department of Housing and Community Development (DHCD), at its discretion, may increase the grant amount if deemed appropriate. DHCD anticipates making approximately seven (7) awards.

#### DESIGNATED PURPOSES

Pursuant to Section 681 of the Community Services Block Grant Act, funds awarded for CFNP purposes shall be used to:

- a) coordinate existing private and public food assistance resources, whenever such coordination is determined to be inadequate, to better serve low-income populations;
- b) assist low-income communities to identify potential sponsors of child nutrition programs and initiate new programs in underserved or unserved areas; and
- c) develop innovative approaches at the state and local levels to meet the nutrition needs of low-income people.

#### SOLICITATION

The Department of Housing and Community Development requests responses from eligible Community Action Agencies (CAA). These agencies must demonstrate that their proposed activities are statewide in scope; conduct activities which represent a comprehensive and coordinate effort to alleviate hunger within the state; involve a broad range of organizations within the state also committed to alleviating hunger; and preferably have a demonstrated track record of successfully implementing programs designed to alleviate hunger.

DHCD specifically seeks responses from Community Action Agencies that achieve the following criteria:

- ♦ A demonstration of a measurable impact(s) (e.g., decreased hunger, increased access to resources) on those served under the program.

- ◆ CAAs that have identified a recent occurrence in their designated service area that has had a negative impact on the local hunger network (e.g., the loss/reduction of an anti-hunger grant, closing of a food pantry, dramatic increase in emergency food requests, etc.).
- ◆ CAAs that are prepared to provide services for underserved populations (e.g., refugee populations, the publication of multi-lingual guides, culturally appropriate foods, multi-lingual workshops).
- ◆ CAAs that are willing to work closely with their local Department of Transitional Assistance (DTA) office(s) to increase Food Stamps outreach.

Funds must support at least one of the designated purposes, as listed on page one of this application.

#### CONTACT PERSON

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#### ELIGIBILITY

FY 2004 CFNP awards will be granted to CAAs that link proposed CFNP activities to an established program that currently lacks a nutritional component. In addition, it must demonstrate how the existing program, with the inclusion of the CFNP, will conduct outreach and public education activities designed to inform low-income and unemployed individuals of the nutrition services available under various federally assisted programs. Outreach must include but is not limited to: residents of public housing and clients of other local community-based organizations.

#### GRANT PERIOD

October 1, 2004 through September 30, 2005.

#### INSTRUCTIONS

Responses to this grant application must be limited to not more than five (5) pages in length (this does not include the cover page and attached Program Budget and Program Revenue Summary). Responses must include the following information:

- ◆ A cover page that includes the applicant's name, address, telephone number, fax number, name of the executive director, name of individual who will be responsible for CFNP coordination, and amount of CFNP funds requested;

- ◆ A detailed description of the proposed activity and the existing program to which CFNP will be linked. Cite if the existing program lacks a nutrition component. In addition, the agency should include a description of its success/prior experience in operating the existing agency program. Specific number of persons to be served and impact/benefit on those clients must also be included;
- ◆ Demographics of the primary service population;
- ◆ List organizations that the CAA will link to in its provision of CFNP services;
- ◆ The number of staff who will be assigned to perform CFNP-related activities;
- ◆ Description of the client recruitment and outreach activities;
- ◆ Documentation of community need relative to the CFNP. The needs statement should be based on recent information such as needs assessment data and other applicable source data (e.g. findings from FY'03-05 Community Action Planning process and/or needs assessment results obtained from other area service providers). If applicable, please detail recent negative impacts on the local hunger network (e.g., loss/reduction of an anti-hunger grant, closing of a food pantry, etc.);
- ◆ A description of the method to be used to determine and evaluate anticipated impact and benefits to service recipients; and
- ◆ Please complete the attached CFNP Program Budget and Program Revenue Summary.

**PUBLIC INFORMATION/PRESS RELEASES**

In accordance with Section 508 of Public Law 103-333:

***Statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or part with Federal money, all grantees receiving Federal funds, including but not limited to state and local governments and recipients of federal research grants shall clearly state the following:***

- a) the percentage of the total costs of the program or project which will be financed with federal (CFNP) funds;***
- b) the dollar amount of federal funds for the project or program (CFNP amount requested along with any other sources of federal funds that might be used to fund the stated activities); and***
- c) the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources (including any matching funds and/or in-kind contributions).***

Noting that, when completing the attached CFNP budget, please include both the dollar amount and percentage of funds attributed to each CFNP line item.

COMMENTS

Selected FY 2004 CFNP recipients will be required to prepare and submit a program specific budget, as well as a detailed contract workplan, including identifying applicable Community Service Block Grant (CSBG) National Goals and Outcome Measures.

DEADLINE

Three (3) copies of the Grant Application must be received at the Division of Community Services no later than **4:00 p.m., Friday, August 6, 2004.**

# COMMUNITY FOOD AND NUTRITION PROGRAM BUDGET

## COMMUNITY ACTION AGENCY:

Cost Category	2004 CFNP CFNP Application Request - dollar amount or dollar percentage (if plus)	Non-CFNP Total dollar amount or dollar percentage (if plus)	Total CFNP and Non-CFNP Program Cost
<b>A. Personnel</b>			
1. Staff #1 (Title: ) Salary			
Fringe Benefits			
2. Staff #2 (Title: ) Salary			
Fringe Benefits			
3. Staff #3 (Title: ) Salary			
Fringe Benefits			
4. Staff #4 (Title: ) Salary			
Fringe Benefits			
5. Consultants			
<b>Personnel Subtotal</b>			
<b>B. Non-Personnel</b>			
1. Rent			
2. Utilities			
3. Telephone			
4. Consumable Supplies			
5. Expendable Equipment			
6. Capital Equipment			
7. Leased Equipment			
8. Photocopying			
9. Outside Printing			
10. Postage & Mailing			
11. Advertising			
12. Travel			
13. Vehicle Leasing			
14. Contract Services			
15. Audit			
16. Indirect Costs	Not applicable		
17. Other (specify)			
18. Other (specify)			
19. Data Processing			
20. Internet Access			
<b>Non-Personnel Subtotal</b>			
<b>TOTAL FY 04 PROGRAM RESOURCES:</b>			

## FY 2004 CFNP REVENUE SUMMARY

**Community Action Agency:** \_\_\_\_\_

Specify if funds have actually been committed or received for the use and support of CFNP program operations during the contract period (10/1/04 - 9/30/05).

CATEGORY	AMOUNT
<b>I. GOVERNMENT</b> (Specify source and whether funds have already been committed/received)	
1.	\$
2.	
3.	
4.	
5.	
6.	
7.	
8.	
<b>II. FOUNDATIONS &amp; OTHER PRIVATE RESOURCES</b> (Specify source and whether funds have already been committed/received)	
1.	\$
2.	
3.	
4.	
5.	
6.	
7.	
8.	
<b>III. OTHER</b> (Specify source and whether funds have already been committed/received)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	\$
8.	
<b>TOTAL PROGRAM REVENUE</b>	\$

# **CSBG Performance Measure Report**